

## CHAPTER 17 RENEWAL OF LICENSES

[Prior to 9/7/88, see Public Instruction Department[670] Ch 71]  
[Prior to 10/3/90, see Education Department[281] Ch 74]

**282—17.1(272) Renewal information.** Rules 17.1(272) to 17.10(272) contain renewal information for those individuals desiring to renew the initial, standard, master educator, professional administrator, area education agency administrator, or substitute license.

Individuals desiring to renew a license issued under some other title are referred to 282—Chapter 18.

**17.1(1)** Every renewal applicant is required to submit a completed application form with the applicant's signature to facilitate a check of the sex offender registry information under Iowa Code section 692A.13, the central registry for child abuse information established under Iowa Code chapter 235A, and the dependent adult abuse records maintained under Iowa Code chapter 235B.

**17.1(2)** The board may assess the applicant a fee no greater than the costs associated with obtaining and evaluating the background check.

**282—17.2(272) Renewal application forms.** Application forms for renewal may be obtained from the board of educational examiners' Web site at [www.state.ia.us/boee](http://www.state.ia.us/boee) or by contacting the office at (515)281-3245.

**282—17.3(272) Issue date on renewed licenses.** A renewed license is valid only from and after the date of issuance.

**282—17.4(272) Recency of units for renewal.** If a license is renewed on or before the date of expiration, the units for renewal are acceptable if earned during the term of the license. If a license is not renewed on the date of expiration, the units for renewal must have been completed within the five-year period immediately preceding the date of application for the renewal.

**282—17.5(272) Renewal requirements for the standard license.**

**17.5(1)** Six units are needed for renewal. These units may be earned in any combination listed below.

*a.* One unit may be earned for each semester hour of graduate credit, completed from a regionally accredited institution, which leads toward the completion of a planned master's, specialist's, or doctor's degree program.

*b.* One unit may be earned for each semester hour of graduate or undergraduate credit, completed from a regionally accredited institution, which may not lead to a degree but which adds greater depth/breadth to present endorsements held.

*c.* One unit may be earned for each semester hour of credit, completed from a regionally accredited institution, which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.

*d.* One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.

*e.* Four units may be earned for successful completion of the National Board for Professional Teaching Standards certification. This may be used one time for either the standard or the master educator license.

**17.5(2)** Each applicant renewing a standard license must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

*a.* A person is engaged in active duty in the military service of this state or of the United States.

- b.* The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c.* A person is practicing a licensed profession outside this state.
- d.* A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

**282—17.6(272) Renewal requirements for a master educator license.**

**17.6(1)** Four units are needed for renewal. These units may be earned in any combination listed below.

- a.* One unit may be earned for each semester hour of graduate credit, completed from a regionally accredited institution, which leads toward the completion of a planned master's, specialist's, or doctor's degree program.
- b.* One unit may be earned for each semester hour of graduate or undergraduate credit, completed from a regionally accredited institution, which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
- c.* One unit may be earned for each semester hour of credit, completed from a regionally accredited institution, which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.
- d.* One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.
- e.* Four units may be earned upon successful completion of the National Board for Professional Teaching Standards certification. If previously used to renew the standard license, this may not be used.

**17.6(2)** Each applicant renewing a master educator license must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a.* A person is engaged in active duty in the military service of this state or of the United States.
- b.* The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c.* A person is practicing a licensed profession outside this state.
- d.* A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

**282—17.7(272) Renewal requirements for an administrator license.**

**17.7(1)** Four units are needed for renewal. These units may be earned in any combination listed below.

- a.* One unit may be earned for each semester hour of graduate credit, completed from a regionally accredited institution, which leads toward the completion of a planned specialist's or doctor's degree program.
- b.* One unit may be earned for each semester hour of graduate or undergraduate credit, completed from a regionally accredited institution, which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
- c.* One unit may be earned for each semester hour of credit, completed from a regionally accredited institution, which may not lead to a degree but which leads to completion of requirements for an administrative endorsement not currently held.
- d.* One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.

**17.7(2)** Each applicant renewing an administrator license must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a.* A person is engaged in active duty in the military service of this state or of the United States.
- b.* The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c.* A person is practicing a licensed profession outside this state.
- d.* A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

**17.7(3)** An applicant renewing an administrator license must submit documentation of completion of the evaluator training required in Iowa Code section 284.10.

A waiver of the evaluator training may apply under the following conditions with appropriate documentation of any of the following:

- a.* The person is engaged in active duty in the military service of this state or of the United States.
- b.* The application of the evaluator training would impose an undue hardship on the person for whom the waiver is requested.
- c.* The person is an administrator in an accredited nonpublic school.
- d.* The person is practicing in a licensed profession outside this state.
- e.* The person is practicing in a nonadministrative or nonevaluative position.

**17.7(4)** Rescinded IAB 8/17/05, effective 7/29/05.

## **282—17.8(272) Renewal requirements for the initial license.**

**17.8(1)** If a person meets all requirements for the standard license except for the options required in 282—paragraph 14.112“2,” the initial license may be renewed upon written request. A second renewal may be granted if the holder of the initial license has not met the options required in 282—paragraph 14.112“2” and if the license holder can provide evidence of teaching employment which will be acceptable for the experience requirement.

A Class A license may be issued instead of renewing the initial license to another initial license if the applicant verifies one of the following:

- a.* The applicant is involved in the second year of the mentoring and induction program, but the license will expire before the second year of teaching is completed.
- b.* The applicant has taught for two years in a nonpublic school setting and needs one additional year of teaching to convert the initial license to the standard license.

The fee for this Class A license is \$25.

**17.8(2)** Each applicant renewing an initial license must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a.* A person is engaged in active duty in the military service of this state or of the United States.
- b.* The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.

- c. A person is practicing a licensed profession outside this state.
- d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

**282—17.9(272) Renewal requirements for a substitute license.**

**17.9(1)** An applicant for renewal of a substitute license shall meet one of the requirements listed below:

- a. Verification of at least 30 days of substitute teaching during the term of the license.
- b. Completion of a local education agency or area education agency course approved through licensure renewal guidelines established by the board of educational examiners.
- c. Completion of a community college, college, or university course.

**17.9(2)** Each applicant renewing a substitute license must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. A person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. A person is practicing a licensed profession outside this state.
- d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

**282—17.10(272) Appeal procedure.** Any teacher seeking a different level of license who is denied the license due to the evaluation or other requirements may appeal the decision. The appeal shall be made in writing to the executive director of the board of educational examiners who shall establish a date for the hearing within 20 days of receipt of written notice of appeal by giving five days' written notice to appellant unless a shorter time is mutually agreeable. The procedures for hearing followed by the board of educational examiners shall be applicable.

**282—17.11(272) Licensure renewal programs.**

**17.11(1)** *Application process.* These rules are to be followed in the preparation and submission of proposals for licensure renewal programs. The application materials must be returned to the board of educational examiners for review and approval.

Once the application has been submitted, it will be reviewed, and the applicant agency will be notified of approval or nonapproval and any deficiencies.

**17.11(2)** *Eligible agency/institutions.*

a. *Teacher renewal.*

- (1) Area education agencies, local education agencies, individually or in consortium arrangements.
- (2) Approved nonpublic districts, individually or in consortium.
- (3) Iowa educational professional organizations.
- (4) Iowa colleges and universities approved for teacher education.

b. *Administrator renewal.*

- (1) Area education agencies, local education agencies, individually or in consortium arrangements.
- (2) Approved nonpublic districts, individually or in consortium arrangements.
- (3) Iowa educational professional organizations.
- (4) Iowa colleges and universities approved for teacher education.

**17.11(3)** *Authority.* The acceptance of licensure renewal credit is provided in 17.5(1), 17.6(1) and 17.7(1).

**17.11(4) Licensure renewal courses.**

a. Licensure renewal courses are planned experiences, activities, and studies designed to develop skills, techniques, knowledge, and understanding of educational research and best practice, and model best practices in professional and organizational development. These courses support school improvement processes and practices and provide for the development of leadership in education. Approved courses and programs must be designed to follow the terms of the renewal requirements set forth for teacher and administrator license renewal in 17.5(1), 17.6(1) and 17.7(1).

The following indicators of quality will be used in evaluating the approved license renewal programs.

(1) The courses address specific student, teacher, and school needs evidenced in local school improvement plans, or

(2) The courses assist teachers in improving student learning, or

(3) The courses assist teachers in improving teaching evidenced through the adoption or application of practices, strategies, and information.

b. Approved teacher licensure renewal programs must offer and conduct a minimum of ten different courses for teachers during the calendar year, and approved administrative licensure renewal programs must conduct a minimum of five different courses for administrators during the calendar year.

c. Clock hours. A minimum of fifteen scheduled clock hours of contact with the instructor, study groups or action research teams equal one renewal unit. Only whole units may be submitted to the board of educational examiners for license renewal.

d. Only renewal units offered through board of educational examiners-approved licensure renewal programs will be accepted for license renewal.

**17.11(5) Licensure renewal advisory committee.** Licensure renewal programs must be developed with the assistance of a licensure renewal advisory committee.

a. *Membership of the advisory committee.* Once the advisory committee is established, matters pertaining to the term of membership shall be spelled out through established procedures. The advisory committee shall consist of no fewer than five members. The licensure renewal coordinator shall forward the current updated list of licensure renewal advisory committee members to the board of educational examiners upon request.

(1) The licensure renewal advisory committee shall include the following persons for teacher/administrator renewal programs:

1. Elementary and secondary classroom teachers.

2. Local administrators: elementary or secondary principals, curriculum director or superintendent.

3. Higher education representative from a college or university offering an approved teacher education program.

4. Other categories may also be appointed: community college teaching faculty, students, area education agency staff members, school board members, members of educational professional organizations, business/industry representatives, community representatives, representatives of substitute teachers.

(2) The make-up of the membership should reflect the ratio of teachers to administrators within an agency or organization offering an approved licensure renewal program. The membership should reflect the general population by a balance of gender and race and shall be balanced between urban and rural districts.

(3) The licensure renewal coordinator shall be a nonvoting advisory committee member.

(4) Disputes about the appropriate composition of the membership of the licensure renewal advisory committee shall be resolved through local committee action.

*b. Responsibilities of licensure renewal advisory committee.*

The licensure renewal advisory committee shall be involved in:

- (1) The ongoing area education agency, local district, or other agency staff development needs assessment.
- (2) The design and development of an original application for a license renewal program.
- (3) The development of criteria for the selection of course instructors; and these criteria shall include, but not be limited to, academic preparation, experience and certification status.
- (4) The annual evaluation of licensure renewal programs.

**17.11(6) Licensure renewal coordinator.**

*a.* Each agency or organization offering an approved licensure renewal program shall identify a licensed (elementary or secondary) professional staff member who shall be designated as coordinator for the program. This function must be assigned; no application will be approved unless this responsibility has been assigned.

*b.* Responsibility of licensure renewal coordinators.

- (1) File all reports as requested by the board of educational examiners.
- (2) Serve as a contact person for the board of educational examiners.
- (3) Be responsible for the development of licensure renewal programs which address the professional growth concerns of the clientele.
- (4) Be responsible for the approval of all courses or units offered for licensure renewal.
- (5) Maintain records of approved courses as conducted and of the names of the qualifying participants.
- (6) Maintain a list of all course offerings and approved instructors and forward the list to the board of educational examiners.
- (7) Provide a record of credit for each participant and maintain a cumulative record of credits earned for each participant for a minimum of ten years.
- (8) Be responsible for informing participants of the reporting procedures for renewal credits/units earned.

**17.11(7) Organization and administration.**

*a.* Local school districts are encouraged to work cooperatively with their respective area education agency in assessing needs and designing and conducting courses.

*b.* The board of educational examiners reserves the right to evaluate any course, to require submission of evaluation data and to conduct sufficient on-site evaluation to ensure high quality of licensure renewal programs.

*c.* Agencies or institutions developing new programs shall submit a letter of intent prior to the submission of an application. The application must be filed at least three months prior to the initiation of any planned licensure renewal program.

*d.* Once a program is approved, the coordinator shall approve all course offerings for licensure renewal units.

*e.* Initial approval may be for one to three years. Continuing approval may be granted for five-year terms. Continuing approval may involve board of educational examiners sponsored team visits.

*f.* Records retention. Each approved staff development agency/institution shall retain program descriptions, course activities, documentation of the qualifications of delivery personnel, evaluation reports, and completed renewal units for a period of ten years. This information shall be kept on file in the offices of the area education agency licensure renewal coordinators and shall be made available to the board of educational examiners upon request.

*g.* Monitoring and evaluation. Each approved licensure renewal program will be monitored by the board of educational examiners to determine the extent to which the program meets/continues to meet program standards and is moving toward the attainment of program objectives. This will include an annual report which shall include an annotated description of the courses provided, evidence of the collaborative efforts used in developing the courses, evidence of the intended results of the courses, and the data for demonstrating progress toward the intended results.

**17.11(8) *Application for licensure renewal program.***

*a.* Application approval. The application shall contain evidence that the local board of directors (the boards of directors in consortium-based applications) has given formal approval to the development and implementation of the program and the allocation of program resources.

*b.* The application shall identify the criteria used in selecting faculty/instructors for the licensure renewal programs. These criteria shall include qualifications, experiences (relevant to the nature of the program), preparation and licensure status.

*c.* There must be evidence of a current survey using multiple data sources that includes, but is not limited to, district and building school improvement goals as well as staff needs and an explanation of procedures used to derive such needs; this documentation must be furnished as a part of the application for a licensure renewal program.

*d.* Programs developed by eligible agencies shall be based on evidence gathered from the survey referenced in paragraph “c” above.

*e.* Program objectives must be derived from identified educational needs in the district or districts or special groups to be served; these objectives shall be developed by the eligible agency seeking approval under licensure renewal programs.

*f.* Each application must include procedures for program evaluation; this evaluation must include faculty/instructor as well as course/activity evaluation. Program and course/activity evaluation shall include, but not be limited to, participant perceptions.

*g.* Evaluation. The evaluation shall include participant perception and, whenever possible, observation data collection techniques and analyses are required for each approved licensure renewal program.

**282—17.12(272) Audit of applications for license renewal.** The board will randomly audit a minimum of 10 percent of the applications for renewal of the standard, master educator, and administrator licenses.

**17.12(1) *Verification required.*** If audited, the licensee must submit verification of compliance with renewal credit requirements. Licensees are required to keep transcripts of courses taken during the term of the license. Original transcripts and all other documents as required by 282—Chapter 17 must be submitted within 30 calendar days after the date of the audit. An extension of time may be granted on an individual basis.

**17.12(2) Results of audit.**

*a.* The board shall notify the licensee of satisfactory completion of the audit by issuing the license.

*b.* A licensee's failure to complete the audit satisfactorily or falsification of information shall be considered a violation of 282—Chapter 25, Code of Professional Conduct and Ethics, and the executive director may initiate a complaint against the licensee.

*c.* A licensee's failure to notify the board of a current mailing address will not absolve the licensee from the audit requirement; completion of an audit will be required prior to further license renewal.

**282—17.13(272) Renewal requirements for the initial administrator license.**

**17.13(1)** If a person meets all requirements for the professional administrator license except for the requirements in 282—subrule 14.114(2), the initial administrator license may be renewed upon written request. A second renewal may be granted if the holder of the initial administrator license has not met the requirements in 282—subrule 14.114(2) and if the license holder can provide evidence of employment as a PK-12 administrator, which meets the experience requirement.

**17.13(2)** An extension of the initial administrator license may be issued, instead of renewing the initial administrator license, if the applicant verifies one of the following:

*a.* The applicant is involved in a mentoring and induction program, but the license will expire before the first year of administrative experience is completed.

*b.* The applicant has one year of administrative experience in a nonpublic school setting or in an out-of-state setting and needs one additional year of administrative experience to convert the initial license to the professional license.

The fee for this extension is \$25.

**17.13(3)** Each applicant renewing an initial administrator license must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

*a.* A person is engaged in active duty in the military service of this state or of the United States.

*b.* The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.

*c.* A person is practicing a licensed profession outside this state.

*d.* A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

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